

STATE OF HAWAII
REQUEST FOR EXEMPTION FROM CHAPTER 103F, HRS

TO: Chief Procurement Officer

FROM: Dept. of Health/Adult Mental Health Division *47*
(Department/Division/Agency)

Pursuant to § 103F-101(a)(4), HRS, and Chapter 3-141, HAR, the Department requests a procurement exemption to purchase the following:

Description of health and human services:

Provision of eligibility assessments for individuals requesting services from the Adult Mental Health Division (AMHD) and AMHD contracted providers. Eligibility assessments will determine if individuals meet AMHD's diagnostic criteria with a comprehensive view of identified needs and assign individuals to an appropriate level of care using national level of care criteria. Assignment to a particular level of care shifts as an individual's needs change and assessments are repeated as necessary.

Eligibility assessments require meeting individuals' needs within the necessary time frames and system responsiveness at the right intensity of service delivery required. This responsiveness includes the provision of mobile assessment outside of the normal workweek and the clinical skills to determine level of care assignments.

Name of Service Provider

Lynn Tokumine, Ph.D.
Rebecca Beardsley, Ph.D.

Cost:

\$250/assessment or
estimated
\$10,000/provider

Term of Contract:

From: 7/22/2002
To: 10/21/2002

Explanation describing how procurement by competitive means is either not practicable or not advantageous to the State:

The original intent was to have all eligibility assessments conducted by state employees. Current AMHD staff are unable to meet the demand for timely eligibility assessments using standardized assessment tools. Recruitment efforts over the past three months to fill new exempt positions have been unsuccessful. Therefore, it has been decided that a Request for Proposal (RFP) will be prepared and issued to procure eligibility assessments. This request for exemption will allow for the provision of timely mobile, weekend, and holiday assessments during the RFP and contracting process.

Details of the process or procedure to be followed in selecting the service provider to ensure maximum fair and open competition as practicable:

Classified ads were placed in the local newspapers and on the internet during the recruitment process. The individuals listed above were the only applicants who were interviewed for the positions and deemed to be qualified. Subsequently, these individuals decided that they were not interested in full-time state positions but were willing to provide eligibility assessments on a fee-for-service basis.

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A description of the state agency's internal controls and approval requirements for the exempted procurement:

The Chief of AMHD, the AMHD Utilization Management Supervisor, and the AMHD Assessment Coordinator have reviewed and approved of the proposed procurement.

A list of state agency personnel, by position title, who will be involved in the approval process and administration of the contract:

Thomas Hester, M.D., Chief, AMHD
Catherine Jenkins, AMHD Utilization Management Supervisor
Noelani Wilcox, AMHD Assessment Coordinator
Amy Yamaguchi, Public Health Administrative Officer, AMHD

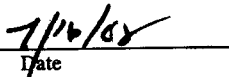
Direct questions to:
Amy Yamaguchi

Phone Number:
586-4682

This exemption should be considered for list of exemptions attached to Chapter 3-141, HAR: Yes ☐ No ☒

I certify that the information provided above is to the best of my knowledge, true and correct.


Department/Agency Head


Date

Chief Procurement Officer's Comments:


AMHD needs to plan adequately in advance for their service needs.

Please ensure adherence to applicable administrative requirements.

☒ Approved

☐ Denied

cc: Administrator
State Procurement Office


Chief Procurement Officer


Date

P.E.H. Number 03-03